



**Federal Aviation  
Administration**

**AIR TRAFFIC ORGANIZATION  
SYSTEM OPERATIONS PROGRAMS  
CONFIGURATION CONTROL BOARD  
CHARTER**

**In SUPPORT of  
LIFE-CYCLE MANAGEMENT  
of the  
NATIONAL AIRSPACE SYSTEM**

**January 24, 2006**

Submitted by

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## CCB Signature Page

  
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Director, System Operations Programs

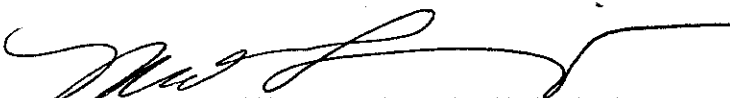
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Manager, TFM/SWIM Integration

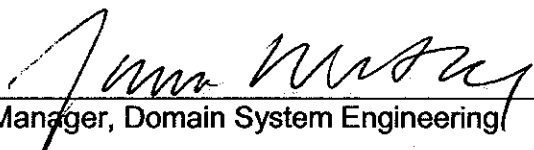
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Manager, TFM-M Program

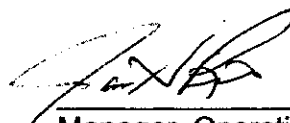
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Manager, CATMT Program

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Manager, Domain System Engineering

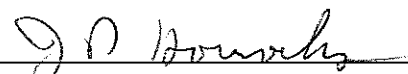
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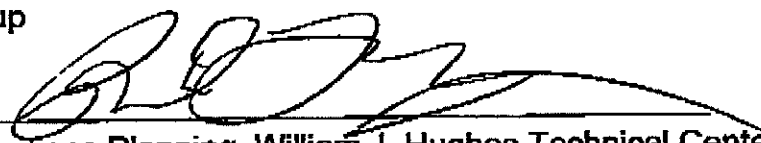
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Manager, TFM Weather Programs

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Group

4/12/07  
Date

  
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Operations Planning, William J. Hughes Technical Center  
Office

4-12-07  
Date

### Revision History

Date	Revision	Change Description
1/24/2007	-	Initial baseline

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**Air Traffic Organization  
System Operations Services  
Configuration Control Board  
Charter  
in Support of  
Life-Cycle Management  
of the  
National Airspace System (NAS)**

## **1.0 INTRODUCTION**

### **1.1 Purpose**

This charter establishes the Air Traffic Organization's (ATO), System Operations Programs (AJR-4), Configuration Control Board (CCB) and assigns responsibility for establishing baselines and controlling changes to these baselines for the Configuration Items (CIs) within the AJR-4 domain identified in Appendix A of this document. The AJR-4 CCB will operate in an integrated and disciplined manner to provide a structured and streamlined control process for managing the assigned products and services within the system operations domain throughout their intended life cycle. Life cycle configuration management (CM) through the CCB ensures that all changes are visible, that any potential safety, security, and operational impacts to the National Airspace System (NAS) are properly addressed, and provides consistency with technical and programmatic direction across all products and services. This CCB charter empowers the AJR-4 CCB to disposition all changes to these CIs in accordance with FAA Order 1800.66, Configuration Management Policy and all applicable notices that supplement the processes contained in Order 1800.66. Organizations that control CIs external to the AJR-4, yet which impact AJR-4 CIs, will coordinate their CM activities with the AJR-4 CM organization. This includes coordination and approval of all user interface requirements and unique Computer Human Interface (CHI) characteristics that affect AJR-4 CIs. A companion document, the AJR-4 CCB Operating Procedures, defines the processes and procedures used to execute the responsibilities assigned in this Charter.

### **1.2 Authority**

The System Operations (AJR-4) CCB is authorized by the NAS CCB in accordance with FAA Order 1800.66. This authority does not extend to the creation of lower level CCBs. The charter shall be changed only upon recommendation by the AJR-4 CCB and approval by the NAS CCB.

## **2.0 SYSTEM OPERATIONS PROGRAMS CCB RESPONSIBILITIES**

The responsibilities of the System Operations Programs CCB are:

- a) Performing CCB functions as established in this charter in accordance with FAA Order 1800.66 and all applicable notices that supplement the processes contained in Order 1800.66;
- b) Submitting proposed changes to this Charter to the NAS CCB, and subsequently implementing the approved changes;
- c) Maintaining and approving proposed changes to the AJR-4 CM Plan and CCB Operating Procedures;
- d) Development and maintenance of the AJR-4 CM Implementation Plans;
- e) Identifying AJR-4 domain CI baseline documentation, as well as documents that comprise each of the domain's subordinate baselines;
- f) Developing plans and policies for the CM and evolution of the Domain system architecture throughout the life cycle of the system;
- g) Ensuring that the specifications under the jurisdiction of the AJR-4 CCB are approved in accordance with FAA Order 1800.66 and all applicable notices that supplement the processes contained in Order 1800.66;
- h) Ensuring that the specifications beyond the approval authority of the AJR-4 CCB are elevated to the NAS CCB for review and approval;
- i) Ensuring adherence to configuration control procedures in processing changes to the AJR-4 CI data and baselines;
- j) Ensuring proposed changes are screened and all interface changes coordinated between responsible organizations prior to presentation to the CCB;
- k) Reviewing, adjudicating, transferring or elevating changes presented to the CCB;
- l) Documenting and tracking CCB actions and decisions in accordance with the processes and procedures as defined in the CCB Operating Procedures and the CM Implementation Plan;
- m) Ensuring that all test NCPs include a test plan, in accordance with the NAS CCB direction and FAA Order 1800.66. Monitoring test results of approved changes against expected results, prior to approving integration of the change into the appropriate baseline. Discrepancies will be resolved and documented prior to baseline modification;
- n) Ensuring that the listing of AJR-4 CIs in Appendix A remains current. NAS baselined CIs are contained in NAS-MD-001. This includes generation of case files to decommission NAS systems or subsystems which have been removed entirely from the NAS inventory;
- o) Reporting CM performance metrics for the AJR-4 CCB to the NAS CCB at the request of the NAS CCB.

### **3.0 SYSTEM OPERATIONS PROGRAMS CCB PARTICIPANTS**

The System Operations Programs CCB participants are identified in Appendix B.

### **4.0 CCB ADMINISTRATION**

The CCB Executive Secretary shall be responsible for ensuring that changes are presented at CCB meetings. The Executive Secretary responsibilities consist of coordinating and performing the administrative tasks related to the performance of the CCB, including, but not limited to:

- a. Preparing agenda and formal meeting minutes;
- b. Supporting the change process and procedures (including prescreening, must evaluation and resolution of comments);
- c. Collecting metrics and reporting to the NAS CCB;
- d. Tracking and monitoring CCB action items and Configuration Control Decision (CCD) to closure;
- e. Ensuring that all proposed NAS changes include a safety assessment and that Safety Risk Management (SRM) documentation is provided to the appropriate decision makers as required;
- f. Ensuring that all proposed NAS changes contain security assessment, estimated cost and funding source information.
- g. Submitting any unresolved comments to the Chairperson for resolution.
- h. Supporting CM performance monitoring functions, under the authority of this CCB Charter and as described in the CCB Operating Procedures.
- i. Ensuring all CM information is validated and entered into the FAA nationally approved CM database;
- j. Elevating issues that cannot be resolved at the AJR-4 CCB to the NAS CCB for resolution.

## **5.0 CCB RECOMMENDATIONS AND DECISIONS**

The AJR-4 CCB shall review, adjudicate, elevate, or withdraw proposed NAS Change Proposals (NCPs) affecting its CIs or transfer proposed NCPs to other CCBs for adjudication as required. The CCB shall reach a decision after a period of presentation, discussion and/or debate, at which time the chairperson(s) may poll the members for their position or recommendation. The CCB chairperson(s) shall make all final decisions. NCPs may be deferred until the next CCB if further analysis or additional information is needed.

Decisions on NCPs shall be documented in a Configuration Control Decision (CCD) prepared by the CCB Executive Secretary and signed by the CCB Chairperson(s). The CCD will include detailed implementation action items and the responsible organization(s). Implementation actions will be documented and tracked in the modification tracking system by the implementers until completed. When completed, the responsible organization(s) shall notify the Executive Secretary to ensure closure of the assigned actions.

## **6.0 CHANGES TO THE CCB CHARTER**

This Charter shall be changed only with the approval of the NAS CCB upon the recommendation of the System Operations Programs CCB.

## **7.0 DELEGATION OF CCB AUTHORITY**

The CCB Chairperson(s) may authorize another participant to act as a chairperson via memorandum to the CCB Executive Secretary. CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority by informing the CCB Chairperson(s). Additionally, when time critical or urgent processing of a proposed change request is necessary, or in the event of other specific circumstances, the CCB Chairperson(s) may call an emergency CCB meeting or approve changes without benefit of a CCB meeting or member review. Change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, or no later than the next regularly scheduled meeting. Questions and concerns regarding CCB decisions are addressed to the CCB Chairperson(s).



## **Appendix A: Configuration Items**

The CIs listed below are under the control of the System Operations Programs Domain CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the domain. As these CIs or components thereof are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

### **System Operations Programs Domain CIs:**

#### **TFM-I Traffic Flow Management Infrastructure**

- ; DSP     Departure Spacing Program
- ETMS    Enhanced Traffic Management System
- TFMS    Traffic Flow Management System

## **Appendix B: CCB Membership**

The participants of the System Operations Programs CCB shall be as follows:

### **System Operations Programs CCB Chairperson**

- Director, System Operations Programs or designated representative

### **System Operations Programs CCB Executive Secretary**

- Executive Secretary: System Operations Programs CM Officer or designated representative

### **System Operations CCB Permanent Members:**

- Manager, TFM/SWIM Integration or designated representative
- Manager, TFM-M Program or designated representative
- Manager, CATMT Program or designated representative
- Manager, Domain Systems Engineering or designated representative
- Manager, Operations Support or designated representative
- Manager, TFM Weather Programs or designated representative
- Manager, NAS Requirements and Interface Management Group or designated representative
- Operations Planning, William J. Hughes Technical Center Office or designated representative

Ad Hoc Technical Advisors, Consultants, and Program Control Specialists will be invited as required

## **Appendix C: Acronym List**

AJR-4.....Air Traffic Organization – System Operations Programs  
ATO .....Air Traffic Organization  
CATMT .....Collaborative Air Traffic Management Technologies  
CCB .....Configuration Control Board  
CCD .....Configuration Control Decision  
CI .....Configuration Item  
CM .....Configuration Management  
CMO .....Configuration Management Officer  
DSP .....Departure Spacing Program  
ECP .....Engineering Change Proposal  
ETMS.....Enhanced Traffic Management System  
FAA.....Federal Aviation Administration  
IRD .....Interface Requirements Document  
NAS .....National Airspace System  
NCP .....NAS Change Proposal  
SRM.....Safety Risk Management  
SWIM.....System Wide Information Management  
TFM-I .....Traffic Flow Management Infrastructure  
TFM-M .....Traffic Flow Management Modernization  
TFMS.....Traffic Flow Management System